

Harassment & Sexual Harassment Policy

It is policy of the **TOWN of TREMONT** to promote an environment free from all forms of harassment. Every employee has the right to work in an environment free from intimidation and harassment. If you feel you are being sexually harassed (or otherwise harassed on the basis of your sex, race, color, religion, national origin, age or disability), you have the right to take action to stop the problem. You cannot be legally retaliated against or disciplined for taking this action. The Maine Human Rights Act protects you from retaliation. Sexual Harassment is a form of employment discrimination and is illegal under both federal and state law. Sexual harassment takes many forms. It can include any unwanted speech or conduct of a sexual nature in the workplace, such as the display of sexually suggestive objects or pictures. Lewd or suggestive remarks, unwanted hugs, touches or kisses, or unwelcome joking or proposals of a sexual nature can also be sexual harassment. It is illegal for co-workers or supervisors to sexually harass an employee.

The Definition of Sexual Harassment

The definition of sexual harassment is as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when

- (a) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment,
- (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment is the attempt to control, influence or affect the career, salary or job of an individual in exchange for sexual favors. Sexual harassment can also be conduct which creates a hostile or offensive work environment or unreasonably interferes with a person's ability to perform his or her job. Specific conduct which is prohibited includes, but is not limited to:

- a. threats or insinuations, implicit or explicit, that any employee's refusal to submit to sexual advances will adversely affect the employee's retention, evaluation, wages, promotion, duties or any other condition of employment;
- b. unwelcome sexual flirtations, advances or propositions;
- c. verbal or written abuse of a sexual nature;
- d. graphic verbal comments about an individual's body;
- e. sexually degrading words used to describe an individual;
- f. the display in the workplace of sexually suggestive objects or pictures.

This Municipality Does Not Tolerate Sexual Harassment

Sexual harassment is costly to the municipality, to victims, and to society. We will investigate and take corrective action whenever needed to stop inappropriate conduct and assure that it doesn't happen again. All employees are expected to cooperate with an investigation; refusing to do so may be grounds for the imposition of discipline. False statements regarding an allegation will not be tolerated. Providing false information in the course of an investigation of harassment is grounds for discipline, up to and including discharge. Persons found guilty of harassment will be disciplined up to and potentially including termination.

There Are Two Ways to Take Action

If you believe you are being harassed, sexually or otherwise, we encourage you to complain promptly to your supervisor, or to any member of management, or to:

Tremont Town Manager in person or at phone number 207-244-7204 or,
Chairman of Tremont Board of Selectmen in person or at phone number 207-244-7204

We will work with you to resolve your complaint promptly and fairly.

If you believe you are being sexually harassed, you also have the right to file a complaint with the Human Rights Commission (MHRC) within six months of the unlawful act or unlawful discrimination. To file a charge or obtain more information on the procedure, you may contact the Commission by mail at 51 State House Station, Augusta, ME 04333-0051, or by telephone at (207) 624-6050.

If You Have Questions...

Please feel free to contact Tremont Town Manager in person or at the following phone number 207-244-7204, if you have any further questions about what sexual harassment is, how our complaint process works, or about our policy against sexual harassment.

The Harassment and Sexual Harassment Policy described above, is adopted and implemented this day, Tuesday March 1, 2004.

Scott Harper

Scott Grierson

Steve Harper

Dean Tozier

Alden Gray

TOWN OF TREMONT

Harassment/Sexual Harassment Policy

Acknowledgement of Receipt

I _____ have personally received a copy of this municipality's
(Print name)

Harassment/Sexual Harassment Policy.

(Employee signature)

(Date)